

Title: Materials Handler (Motor Vehicle Operator)
FLSA: Non-Exempt

Pay plan/Series/Level: NA-6907-05

Citations: US OPM FWS JGS, Material Handler, 6907, 9/90.

US OPM FWS JGS, Motor Vehicle Operator, 5703, 4/91.

Major Duties: Receives stock; checks for over, short or damaged shipments; completes receiving documents; and moves to storage areas. Identifies and rotates stock including hazardous materials, ensuring special storage requirements have been met. May operate a forklift in storing and rotating stock. Issue materials in accordance with established procedures. Verifies inventory and shipping documents; independently prepares shipping documents and related reports. Inventories assigned areas/materials as directed.

Drives various types of automobiles from sedans to passenger vans and trucks weighing up to 10,000 pounds to transport supplies, and materials on the installation. Assists with loading and unloading cargo and materials. Ensures vehicle is not loaded beyond the rated capacity by checking cargo papers and by visual observation. Completes trip tickets and preventive maintenance service records. Fills out driver's accident report in case of accident. Performs driver's maintenance in accordance with established rules and regulations.

Skill and Knowledge: Requires skill in the operation of handcars and other non-mechanized and mechanized conveyances used for loading and unloading materiel in or out of carriers. Requires knowledge of the storage area to find or place items without heed for specific instructions. Requires a knowledge of the various forms and documents used for the issue, receipt and storage of materials.

Knowledge of height, weight, width, and length of vehicle in order to judge overhead and side clearances, turning radius and braking distance. Knowledge of safety rules and traffic regulations. Knowledge on how to properly load and unload cargo. Skill in determining the shortest and safest route. Ability to recognize hazardous conditions.

Responsibility: Performs work under general supervision following well-established procedures. Supervisor issues instructions, resolves problems as to new methods, procedures, or policies, and spot checks work for quantity, quality, and adherence to established warehousing policies and procedures. The operator follows supervisor's instructions that indicate the type of vehicle to be operated, destination, purpose of the trip and work to be done. Work is evaluated for timeliness, safe delivery of cargo, and compliance with all traffic rules and safety practices.

Physical Effort: Performs work on hard surfaces and in work areas that require standing, stooping, bending. May be required to work at rapid pace for long periods of time. Frequently lifts and carries supplies and equipment that weighs up to 40 pounds. Assistance is available from other workers and equipment for moving items over 40 pounds.

Light physical effort is required in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls. Moderate physical effort is required in the handling of objects weighing up to 40 pounds, and the occasional handling of heavier objects while loading cargo with the assistance of others or weight handling equipment.

Working Conditions: Work is performed inside warehouse in bin rooms, open storage areas and on receiving or shipping docks. Areas may be cold, drafty, damp or hot. Frequently exposed to scrapes, cuts and bruises. May be exposed to broken bones from falling stock or moving equipment. Required to wear safety equipment and clothing appropriate for this position.

Drives outside in all kinds of weather in a controlled traffic environment throughout a military installation. Exposed to dirt and fumes, and the possibility of cuts, bruises, and broken bones as a result of accidents while driving or from falling objects when loading and unloading the vehicle.

Evaluation:

Title and Series Determination: This position involves the performance of duties covering a wide variety of warehousing tasks requiring a specialized knowledge of warehousing plans, methods, procedures, and techniques of material handling. These duties are adequately covered by the OPM JGS for Materials Handler, 6907. Due to the regular and recurring requirement of using a motor vehicle to transport or pick up supplies and/or equipment, Motor Vehicle Operator (MVO) is added to the title. The title and series is therefore Materials Handler (Motor Vehicle Operator), WG-6907.

Grade Determination: The position requires the materials handler to usually work independently under general supervision performing a wide variety and range of duties requiring a specialized knowledge of warehousing and the safe handling, storage, and movement of equipment and supplies. The operation of mechanized and non-mechanized equipment to stack, move, and arrange items considering height, weight, space, and any special handling requirement is required. When dealing with hazardous materials, formal and on-the-job training is provided. These duties and responsibilities compare favorably with those at the WG-05 level in the above-cited standard. At the WG-04 level, the incumbent would work under closer supervision performing routine and repetitive tasks. WG-06 employees are required to have an in-depth knowledge of the overall warehouse plan, documentation requirements, and accepted warehousing methods. They are able to layout storage space and establish item and material locations in compliance with agency regulations. They are able to prepare inventory and production reports, screen and identify shipping and receiving documents for discrepancies, and direct shipments to shipping or storage areas. They can determine sequences for loading materials and organize incoming shipments for maximum space utilization, safety considerations, and damage protection. They are able to operate the larger material moving equipment and vehicles inside the and outside the warehouse and holding areas on unpaved, unimproved, or difficult terrain. Subject position does not meet the WG-04 and WG-06 levels. The physical effort and working condition factors are the same for all grade levels.

The motor vehicle operator duties require that the vehicles be driven only on the installation and under limited traffic conditions at low speeds. The operator must know the height, width, length and weight of the vehicle, the safety rules and regulations and how to load and unload cargo. The operator follows orders of the supervisor that indicate type of vehicle to be operated, destination, purpose of trip, and work to be done. The driver is responsible for performing operator maintenance in compliance with established policies. These duties and responsibilities meet the 04 level of the Motor Vehicle Operator standard.